

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

LANDSCAPE DESIGN SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists, with responsibility for a landscape design program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title – Landscape Design Specialist-2

Landscape Design Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

Position Code Title – Landscape Design Specialist-3

Landscape Design Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

First-level specialists are classified at the advanced level of the Landscape Designer job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline

LANDSCAPE DESIGN SPECIALIST

PAGE NO. 2

that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

LANDSCAPE DESIGN SPECIALIST

PAGE NO. 3

Prepares special studies and reports.

Develops plan drawings and supporting documentation for master plans.

Prepares environmental assessments and environmental impact statements.

Preparation of research or investigation data for landscape design project.

Reviews and approves preliminary and final engineering drawing.

Makes field inspections.

Completes layout, design, engineering, specifications, and cost estimates for assigned areas such as rest areas, recreational sites, housing sites, travel information centers, etc.

Constructs study models.

Serves as an essential member of work teams established to review plans and proposals.

Studies special problems.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

LANDSCAPE DESIGN SPECIALIST

PAGE NO. 4

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of case and uses of construction material in landscape design.

Knowledge of inspection techniques and procedures.

Knowledge of the value and commercial use of resources.

Knowledge of the state rules and regulations pertaining to landscape design.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to analyze private development plans for accuracy, appropriateness, and compliance with laws.

Ability to prepare topographical maps.

Ability to make accurate drawings to scale from sketches, design drawings, and verbal instructions.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Working Conditions

Some jobs require an employee to work outdoors.

Physical Requirements

Some jobs require long periods of bending or stooping.

LANDSCAPE DESIGN SPECIALIST

PAGE NO. 5

Education

Possession of a bachelor's degree with a major in landscape architecture.

Experience

Landscape Design Specialist 13

Four years of experience as a landscape designer including, two years of experience equivalent to a Landscape Designer P11.

OR

One year of experience equivalent to a Landscape Designer 12.

Landscape Design Specialist 14

Five years of experience as a landscape designer, including three years of experience equivalent to a Landscape Designer P11.

OR

Two years of experience equivalent to a Landscape Designer 12.

OR

One year of experience equivalent to a Landscape Design Specialist 13.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
LANDESSPL

Job Code Description
Landscape Design Specialist

Position Title

Landscape Design Specialist-2
Landscape Design Specialist-3

Position Code

LANDSPL2
LANDSPL3

Pay Schedule

H21-016
H21-018